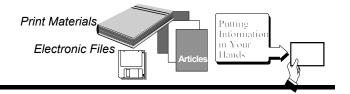
# **National Agricultural Library Document Delivery Services**



## Services Available to Libraries, Institutions and Organizations

The National Agricultural Library (NAL) accepts requests from libraries and other organizations in accordance with the national and international interlibrary loan code and guidelines. In its national role, NAL supplies copies of agricultural materials not found elsewhere. Submit requests to major university libraries, national or provincial institutions or network sources **prior** to sending requests to NAL. If the needed publications are not available from these sources, submit requests to NAL with a statement indicating their non-availability.

**AGLINET**: Requesters in countries with an AGLINET library are encouraged to make full use of that library and its networking capabilities. As an AGLINET participant, NAL provides free document delivery service for materials published in the United States to other AGLINET participants.

**CIRLA** (Chesapeake Information and Research Library Alliance): NAL participates in CIRLA's reciprocal borrowing group

#### **Interlibrary Loan Service - How to Submit a Request**

Please refer to the Request Information page, www.nal.usda.gov/ddsb/delivery.htm, for information on how to format and submit a request.

Photocopies are available on interlibrary loan for a fee. Submit a separate interlibrary loan form or request for each item. If the citation is from an NAL database (AGRICOLA, *Bibliography of Agriculture*, or the NAL Catalog) and the call number is given, please include it.

Materials in NAL's collection are loaned only to other U.S. and Canadian libraries. The following materials are not loaned: serials; rare, reference, and reserve books; microforms; and proceedings of conferences or symposia. Photocopy or microform of non-circulating publications may be requested for a fee provided that the request does not exceed 50 pages per item.

#### Fees

Willingness to pay fees must be indicated on the request. Fees are as follows:

- Photocopy from paper, or paper copy of microfilm and microfiche for domestic delivery \$13.00 up to 50 pages. Photocopy from paper, or paper copy of microfilm and microfiche for international delivery \$16.00 up to 50 pages. (International delivery via Internet is \$13.00.)
- Loan of material within United States \$15.00 per loan
- Duplication of NAL-owned microfilm \$20.00 per reel
- Duplication of NAL-owned microfiche \$13.00 for each 5 fiche

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### **Billing**

Charges include postage and handling, and are subject to change. Invoices are issued quarterly by the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161.

Phone: (703) 605-6640. **DO NOT SEND PREPAYMENT.** 

Establishing a deposit account with NTIS is encouraged. For information about payment options or setting up a deposit account please contact NTIS at (703)605-6640 or eyates@ntis.gov.

Contact: Access Services Librarian, (301) 504-5755 or e-mail access@nal.usda.gov.